

STATINTL

Per [REDACTED]

Special courier calls during April, May & June averaged 1600 a month. Each cost approx \$3.25. Notice emphasized that special couriers not be used to serve admin convenience.

Pneumatic tube system not used at full capacity

A system used 19% — DDP & R

B 8 — DDS & R

C 2.6% — DDI

Employees urged to ~~use~~ use tube for internal transmission whenever possible